

# Established Positions

The following is a list of positions for which we continually accept applications.

***This is not a vacancy announcement and does not indicate that there is a current opening.***

We do, however, encourage you to submit one application for each job for which you wish to be considered, as a vacancy can occur any time.

***You must fill out one application for each job for which you are applying.***

## Guidelines

Position Guides/Descriptions are available for viewing in the Human Resources Office.

Applicants must fill out an HRO Form 9601 for each position for which they are applying. Applications will be kept for 90 days and will be referred out each time there is a vacancy. Applicants are responsible for updating their application to remain on file an additional 90 days. Should you decline an offer, your application will be removed from the applicant supply file.

Current NAF employees must fill out Air Force Form 2550 for each job for which they wish to be considered. The 2550 does not expire. If, however, you decline a position your application will no longer be considered.

All applications must be submitted to the Human Resources Office (HRO), Bldg. 20604, Room D-25 (Wyoming Blvd. and M Avenue). The mailing address is 377th SVS/SVH, 2000 Wyoming Blvd. SE Suite D-25, Kirtland AFB, NM 87117-5661.

If you are claiming veteran's preference, please provide a copy of Form DD-214. If you are claiming military spouse preference, please provide a copy of your spouse's permanent change of station orders.

For further information, please **call 846-1522 or 846-1525.**

### Pay Band NF

Accounting Clerk  
Accounting Technician  
Administrative Clerk  
Advertising Specialist  
Aero Club Manager  
Assistant Manager (Bowling)\*  
Cashier  
Cashier/Checker\*  
Caterer  
Central Cashier/Acct Tech  
Club Operations Assistant\*  
Commercial Sponsorship Coordinator  
Computer Specialist  
Food Service Manager  
Golf Course Assistant Superintendent  
Golf Course Operations Assistant  
Golf Course Operations Manager  
Golf Course Superintendent  
Housing Management Assistant  
Human Resources Assistant  
ID Checker\*  
Illustrator  
Inventory Clerk\*  
Lead Lodging Clerk\*  
Librarian  
Library Aid  
Library Technician  
Lodging Clerk\*  
Management Assistant  
Marketing Assistant  
Motor Vehicle Division Clerk

Motor Vehicle Division Manager  
Outdoor Recreation Program Manager  
Payroll Clerk  
Purchasing Agent  
Recreation Aid  
Recreation Aid (Lifeguard)  
Recreation Assistant  
Recreation Specialist  
Recreation Specialist Skills Dev. Center  
Resource Advisor  
Secretary  
Supervisor Recreation Assistant (Aquatics)  
Supervisory Recreation Specialist (Auto Skills)  
Supply Clerk\*  
Supply Technician\*  
Supv. Lodging Assistant  
Veterinary Aid

### CC Pay Band

Child Development Program Assistant\*\*  
Child Development Program Leader\*\*  
Child Development Program Technician\*\*  
School Age Program Assistant\*\*  
Lead School Age Program Assistant\*\*

### Crafts and Trades

Aircraft Mechanic  
Automotive Mechanic  
Automotive Worker  
Bar Assistant\*  
Bartender Supervisor\*

Bartender\*  
Bowling Equipment Repairer  
Cook  
Custodial Leader (Housekeeping)  
Custodial Worker (Housekeeping)  
Custodial Worker (Janitorial)  
Food Service Worker  
Gardener  
Laborer  
Laborer (Bowling Facility Maintenance)  
Lead Cook  
Maintenance Helper  
Maintenance Mechanic  
Maintenance Worker  
Maintenance Worker Supervisor  
Motor Vehicle Operator  
Plumber  
Supervisor Maintenance Mechanic  
Supervisory Cook  
Supervisory Waiter  
Tools & Parts Attendant  
Tractor Operator  
Waiter (Cocktail)\*  
Waiter (Food)

\*Must be 21 years of age or older

\*\*Must be 18 years of age or older